

Nevada Department of Education
Request for In-Service Course Approval

Instructions:

1. Submit application to the Department of Education **at least thirty (30) working days** prior to the beginning of the class. You may mail or email these forms as attachments to the address(s) listed. If the application is rejected, it will be returned with an explanation of deficiencies. When the course has been approved, the approval form will be returned to the authorized representative. The official course number will be listed on the certificate.

Please mail this completed form to: James Kenyon
Nevada Department of Education 9890 S. Maryland Pkway
Las Vegas, Nevada 89183
jkenyon@doe.nv.gov
(702) 486-6489
Fax (702) 486-6450

Please submit electronically: Thanks

2. When the course has been completed, please send the attached attendance sheet with dates, times, title of course, and names of attendees to the address listed above. The attendees should submit the certificates with their renewal forms.

--

School District or Agency: Date:

Address:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Street	City	State	Zip

Phone No. Fax No.

Email:

Course Title:

Number of Credits Requested:

This course addresses Nevada's K-12 content standards for:

<u>Math</u>	<u>Science</u>	<u>Social Studies</u>	<u>English/Language Arts</u>	<u>No Content Standard addressed</u>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

(Standards are available on the NDE website at www.doe.nv.gov)

Please identify by subject and number those content standards that are addressed:

--

<input style="width: 95%;" type="text"/>	<u>X</u>
--	----------

Print Name: _____ Signature of Authorized Representative: _____

For official use only:	Date: <input style="width: 100%;" type="text"/>
Approved by: <input style="width: 250px;" type="text"/>	Course Number: <input style="width: 100%;" type="text"/>